

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Transit System Development Real Estate Division, Program Coord. Section 23rd Floor Peachtree Summit		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed APR 19 1979 79-104 MAY 25 1979	
4. Person to Contact Valinda Johnson		1. Application	2. Dept. Application No.
5. Working Title Program Coordinator		6. Telephone Number 586-5097	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Real Estate Resolutions		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Real Estate is responsible for acquiring right of way needed for development of the transit system, which includes property appraisal, negotiation, acquisition and clearance functions. It is also responsible for relocating displaced families and businesses and for operating a salvage yard. In addition, it manages the Authority's real estate interests, which include station concessions.			
11. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Board approved resolutions to acquire right of way for construction of the transit system. MARTA Real Estate Resolutions Calendar Year	
12. Monthly Reference Rate How often are records referred to which are: One to six months old 15 ; Seven to twelve months old 15 ; Thirteen to twenty-four months old 10 ; twenty-five months and older 10 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers / ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
	<input checked="" type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
<input checked="" type="checkbox"/>		c. Is this a vital record?
	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>X = 10</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to ^{MARTA} Records Center; hold 10 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Valerie Johnson</i>	2-16-79		<i>Wayne Crowder</i>	4/11/79
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>James W. Gulland</i>	2-16-79		<i>L. Barth</i>	4/11/79
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>James W. Gulland</i>	4/6/79		<i>Ann L. Admon</i>	5-24-79
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Benjamin H. Franklin</i>	4/19/79			